

**State of California
Board of Corrections**

Juvenile Accountability Block Grant JABG 2004

**REQUEST FOR APPLICATION
AND FORMS PACKET**



Arnold Schwarzenegger, Governor

Issued May 2004

2004/2005 JABG Application Checklist

A complete application packet includes the following items. Please be sure that your application includes all of these items before submitting. Forms to complete your application are included within this document. This document is also available for download at www.bdcorr.ca.gov. Documents may be submitted electronically to your assigned Field Representative (See Appendix A) or mailing the packet to the address at the bottom of the page. All documents requiring signature must be submitted by mail and contain 4 copies with blue ink signature.

JABG Application Requirements

- ☐ Applicant Information Sheet
- ☐ Advisory Board Membership
- ☐ Project Contact Information
- ☐ Coordinated Enforcement Plan (CEP)
- ☐ Certification of Assurance of Compliance
- ☐ Cash Match Calculation Worksheet
- ☐ Problem Statement
- ☐ Program Summary
- ☐ Projected Timeline
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Local Governing Board Resolution
- ☐ Waiver of Direct Subgrant Award from Local Government
- ☐ California Environmental Quality Act (CEQA)

Board of Corrections
600 Bercut Drive
Sacramento, CA 95814

For more information contact you assigned Field Representative.

Due Date: June 11, 2004

JABG General Instructions and Information

In order to assist you in completing the JABG application we have included the attached “Application Checklist.” Please use the checklist to assure that your application is complete prior to submittal to the BOC. We have designed the packet so that you can complete the materials and submit electronically to your assigned BOC Field Representative (see Appendix A). After BOC review, we will electronically send you the grantee agreement face sheet for final signatures. Funded programs will begin July 1, 2004 and end by June 30, 2005.

Please complete each section thoroughly, providing as much details as follows. **For the Narrative Sections of the application prepare information on separate 8 ½ x 11 paper.**

The following Application and Forms Packet is included in this package:

- Section 1 (all applicants) fill-in Application Information Sheet
 - Section 2 (all applicants) fill-in Advisory Board Membership
 - Section 3 (all applicants) fill-in Project Contact Information
 - Section 4 (all applicants) fill-in Coordinated Enforcement Plan (CEP)
 - Section 5 (all applicants) fill-in Certification of Assurance of Compliance
 - Section 6 (all applicants) fill-in Cash Match Calculation Worksheet
 - Section 7 (all applicants) prepare Problem Statement
 - Section 8 (all applicants) prepare Program Summary
 - Section 9 (all applicants) prepare Project Timeline
 - Section 10 (all applicants) complete Project Budget
 - Section 11 (all applicants) prepare Budget Narrative
 - Section 12 (all applicants) prepare Local Government Board Resolution
 - Section 13 (if applicable) complete Waiver of Direct Subgrant Award
from Local Government
 - Section 14 (if applicable) complete California Environmental Quality Act (CEQA)
-
- Appendix A County Field Representative Assignments
 - Appendix B Glossary of Important Terms

BOARD OF CORRECTIONS APPLICANT INFORMATION SHEET

The Board of Corrections, hereafter designated BOC, hereby makes a grant award of funds to the following
Agency _____ hereafter designated Grantee.

Project Title (60 characters maximum)	Grant Period
Project Manager (Name, Title, Address, Email, Telephone and Fax)	Federal Amount
	Cash Match
Fiscal Officer (Name, Title, Address, Email, Telephone and Fax)	In-Kind Match N/A
	Total Project Cost
(5) Official Authorized to Sign for Applicant/Grant Recipient (Name, Title, Address, Email, Telephone and Fax)	

Provide a Brief Program Summary:

<u>FOR BOC USE ONLY</u>	
Item: _____	Split Encumber: _____
Chapter: _____	Year: _____
PCA No: _____	Fed. Cat. #: _____
Components No.: _____	Match Requirement: _____
Project No.: _____	Fund: _____
Amount: _____	Program: _____
Split Fund: _____	Object Code: _____

Section 2

JABG program regulations require each participating agency to have an Advisory Board comprised of specific members. Complete this form identifying the Advisory Board for your agency.

ADVISORY BOARD MEMBERSHIP

APPLICANT: _____
IMPLEMENTING AGENCY: _____
PROJECT TITLE: _____
GRANT NUMBER (to be entered by the BOC): _____

Provide the name, title, organization, address, and telephone number for each of the eight member categories below. **An appropriate designee must be listed, representing each agency category.**

POLICE:

Name:
Title:
Organization:
Address:
Phone:

SHERIFF:

Name:
Title:
Organization:
Address:
Phone:

PROSECUTOR:

Name:
Title:
Organization:
Address:
Phone:

PROBATION:

Name:
Title:
Organization:
Address:
Phone:

JUVENILE COURT:

Name:
Title:
Organization:
Address:
Phone:

SCHOOLS:

Name:
Title:
Organization:
Address:
Phone:

RELIGIOUS, FRATERNAL, NONPROFIT or SOCIAL SERVICE ORGANIZATION:

Name:
Organization:
Address:
Phone:
Address:

BUSINESS:

Name:
Organization:
Address:
Phone:

ADDITIONAL MEMBERS: (OPTIONAL)

Name:
Title:
Organization:
Address:
Phone:

ADDITIONAL MEMBERS: (OPTIONAL)

Name:
Title:
Organization:
Address:
Phone:

Section 3

This form is used by BOC staff to ensure the proper individuals are contacted in relation to grant activities. Please provide all information requested on the form.

PROJECT CONTACT INFORMATION

Applicant: _____

Implementing Agency (if applicable): _____

Project Title: _____

Grant Number (to be added by OCJP): _____

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The person having day-to-day responsibility for the project:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

2. The chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency or the executive director of a nonprofit organization:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

3. The City Manager/County Administrative Officer:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

4. The chair of the governing body of the implementing agency: (Provide address and telephone number other than that of the implementing agency)

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

5. The person responsible for the project from the applicant agency, if different than #1:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

6. The fiscal officer for the project:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

COORDINATED ENFORCEMENT PLAN (CEP)

One of the main tasks of the Advisory Board is to develop a **Coordinated Enforcement Plan (CEP)** for reducing juvenile crime. The CEP indicates the program purpose areas to be addressed and provides an overview of the rationale of the program(s). Additionally, the CEP must include information on specific program goals, objectives and activities, as well as information on selected standardized performance indicators developed by OJJDP.

Program goals must be consistent with the overall JABG goal of reducing juvenile offending through accountability-based initiatives focused on both the offender and the juvenile justice system, and must contain measurable objectives. Program activities must be directed toward the accomplishment of program goals and objectives.

In this section of the proposal, the applicant needs to specify, for each applicable purpose area, all program goals, objectives and activities. In addition, the applicant needs to list the OJJDP-developed performance measures that will be used to assess system change. These performance measures, which consist of output measures, short-term outcome measures and intermediate-term outcome measures, can be found in the *JABG Performance Indicator Packet*. At a minimum, the applicant must select one output measure, one short-term outcome measure and one-intermediate outcome measure for each applicable purpose area.¹

Results for both the locally-developed measurable objectives and the OJJDP-developed performance indicators must be reported for the following two time periods:²

- July 1, 2004 to March 31, 2005
- April 1, 2005 to June 30, 2005.

Results for the OJJDP-developed performance indicators will be reported in a secure internet-based reporting system developed specifically for this purpose (the JABG Data Collection Technical Assistance Tool). Each program will receive a unique user ID and password to access the system. Results for the locally-developed measurable objectives for each program will be submitted as part of the required progress reports.

¹Results for the OJJDP-developed performance indicators will be aggregated across programs to assess overall program impact at the state level. Additionally, the results will be aggregated at the federal level to provide OJJDP and the U.S. Congress with a national assessment of JABG effectiveness.

² In addition, baseline results must be reported for the OJJDP-developed performance indicators. Baseline results will generally cover the period immediately preceding July 1, 2004 – a one month period (i.e., June 2004) for new programs; a 3-month period (April 1, 2004 through June 30, 2004) for continuation programs.

SAMPLE COORDINATED ENFORCEMENT PLAN (CEP)

Program Title: _____**Federal Funds Allocated:** _____**Match:** _____**Administrative Funds (Federal Funds Only):** _____**Program Purpose Area #:** [EXAMPLE] #14 Establishing and maintaining restorative justice programs.**Goal:**[EXAMPLE] To provide restorative justice programming for first time property offenders**Objectives:**[EXAMPLE] To implement a restorative justice-based family group conferencing program in County X for 20 first time property offenders.**Proposed Activities:**

1. [EXAMPLE] Train staff.
2. [EXAMPLE] Provide family group conferencing sessions.

OJJDP-Developed Performance Indicators: (Minimum of one output measure, one short-term outcome measure and one intermediate-outcome measure for each applicable program purpose area)³

Output Measure(s)	[EXAMPLE] 14 – 5: Number of hours of restorative justice training offered to justice staff by type (orientation, continuing education, cross training with community-based organizations; [REDACTED] 14 – 2: Number and percent of youth to attend any of the following events: victim offender mediation/dialogue, family group conferencing, peacemaking circles, restitution, personal services to victims, community services, apologies, victim/community impact panels, [REDACTED] community/neighborhood impact statements, victim empathy groups/classes.
Short-term Outcome Measure(s)	[EXAMPLE] 14 – 7: Number and percentage of times that restorative justice is part of case dispositions for juvenile offenders; [REDACTED] 14 – 8: Number and percentage of target youths to receive restorative justice programming.
Intermediate-term Outcome Measure(s)	[EXAMPLE] 14 – 12: Average time in hours from crime report to first contact between victim and victim advocate; [REDACTED] 14 – 19: Number and percentage of youths to successfully complete their restorative justice requirements

³ Selected from among performance indicators provided in the *JABG Performance Indicator Packet*. Select performance indicators that are most closely related to locally-developed objectives and activities, and for which you can collect reliable data at reasonable cost.

COORDINATED ENFORCEMENT PLAN (CEP)

Program Title: _____

Federal Funds Allocated: _____

Match: _____

Administrative Funds (Federal Funds Only): _____

Program Purpose Area #:

Goal:

Proposed Activities:

OJJDP-Developed Performance Indicators: (Minimum of one output measure, one short-term outcome measure and one intermediate-outcome measure for each applicable program purpose area)⁴

Output Measure(s)	
Short-term Outcome Measure(s)	
Intermediate-term Outcome Measure(s)	

* Note: Page may be duplicated for additional program purpose areas.

⁴ Selected from among performance indicators provided in the *JABG Performance Indicator Packet*. Select performance indicators that are most closely related to locally-developed objectives and activities, and for which you can collect reliable data at reasonable cost.

Section 5

This form assures that the participating agency agrees to comply with all State and Federal requirements. The form must contain original signatures and be submitted with the application.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____, hereby certify that:
(official authorized to sign Application Information Sheet - line 15)

GRANTEE: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

Is responsible for reviewing the Board of Corrections (BOC) Administrative and audit requirements and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the BOC including, but not limited to, the following areas:

I. Equal Employment Opportunity

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of Race, Religious Creed, Color, National Origin, Ancestry, Disability (mental and physical) including HIV and AIDS, Medical Condition (cancer and genetic characteristics, Marital Status, Sex, Sexual Orientation, Denial of Family Medical Care Leave, Denial of Pregnancy Disability Leave, or Age (over 40).

Please provide the following information:

A.A. Officer: _____

Title: _____

Address: _____

Phone: _____

Email: _____

II. Drug-Free Workplace Act of 1990

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

III. California Environmental Quality Act (CEQA)

The State of California requires BOC funded projects to comply with all of the requirements mandated by the State of California, Office of Planning and Research (OPR) to ensure that the project is not impacting the environment negatively. The California Environmental

Quality Act (CEQA) (Public Resources Code, Division 13, Section 21000 et. Seq.) requires all BOC funded projects to certify compliance with CEQA. Applies to funds used for construction costs. To assist grantees in complying with CEQA requirements, BOC developed the sample CEQA Compliance Memo in Section 14. Applicants are required to have their lead city or county planning agency review and complete a CEQA compliance memo. Projects unable to have lead planning agency staff certify the compliance memo must obtain other written certification from the lead planning agency or tribal staff that the project is not impacting the environment negatively and/or is complying with CEQA administrative requirements covered in the sample memo's contents. The original copy must be retained on file for review during site and monitoring visits by BOC staff.

IV. National Environmental Policy Act (NEPA) – Applies to funds used for construction only

In addition, for federally funded projects, counties must comply with the National Environmental Policy Act (NEPA), to be initiated as part of the planning and site selection phase. Environmental reports must be completed and comply with the provisions of the Program Guidance on Environmental Protection Requirements (copies of federal environmental requirements are available upon request to the BOC). CEQA/NEPA procedures should be undertaken concurrently to save time and costs. Recipients of federal grant funds cannot: 1) purchase property; 2) initiate the development of or approve final plans and specifications; 3) advertise for construction bids; 4) accept construction bids; or 5) start construction until projects have received federal environmental approval.

V. Lobbying

BOC grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension

BOC funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of BOC, and that any cash match will be appropriated as required. It is

agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and BOC disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from BOC shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Equal Employment Opportunity Plan

An Equal Employment Opportunity Plan (EEOP) is a U.S. Department of Justice required written document that analyzes the countywide workforce in comparison to its relevant labor market and all agency employment practices to determine their impact on the basis of race, sex, or national origin, including a written analysis that provides a statistical profile of the internal workforce by race, sex and national origin; identifies problems in employment practices and procedure; specifies corrective action; and forms the basis of ongoing evaluation. The EEOP provides the basis for an Equal Employment Opportunity Program.

Most cities/counties that receive federal funds must complete an EEOP and maintain an equal employment opportunity program, if the grant award is more than \$25,000. If the grant award is \$500,000 or more, the county shall submit its EEOP to the Federal Office for Civil Rights (OCR) for federal review and approval, and submit a copy of the federal approval letter to the Board. If the county has been found in EEOP compliance by a federal agency within the past 12 months, documentation in lieu of the above (which includes the federal letter of compliance) may be submitted to the Board. Once received, federal officials have advised the Board that the county EEOP must be renewed every two years to remain current. The two-year period runs from the date at the top of the federal letter of compliance and must be maintained throughout the duration of the project.

Failure to obtain timely EEOP approval from federal officials may result in federally required withholding of funds. Grantees are urged to develop and submit necessary EEOP material to federal officials as soon as possible to avoid potential delays in drawing down construction funds.

A federal document, *Civil Rights Seven-Step Guide*, describes federal requirements, exemptions, contains necessary forms, and lists a telephone number for counties to call if needed for federal technical assistance on filings and meeting EEOP requirements

All appropriate documentation must be maintained on file by the project and available for BOC or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the BOC determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

<u>CERTIFICATION</u>
<p>I, the official named below, am the same individual authorized to sign the Standard Agreement, and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p> <p>Authorized Official's Signature: _____</p> <p>Authorized Official's Typed Name: _____</p> <p>Authorized Official's Title: _____</p> <p>Date Executed: _____</p> <p>Federal ID Number: _____</p> <p>Executed in the City/County of: _____</p>
<p style="text-align: center;">AUTHORIZED BY:</p> <p><input type="checkbox"/> City/County Financial Officer</p> <p><input type="checkbox"/> City Manager/County Administrator</p> <p><input type="checkbox"/> Governing Board Chair</p> <p>Signature: _____</p> <p>Typed Name: _____</p> <p>Title: _____</p>

Section 6

This form was developed to assist applicants with determining their total funding available for project activities. The form is designed to calculate the total project cost and match requirements. Enter your agency information in the highlighted fields.

USE THIS FORM IF YOU ARE *NOT* USING THE JABG FUNDS FOR CONSTRUCTION

Name of Unit of Local Government:

[Click here to go to Excel Form](#)

1 Unit of Local Government Direct Grant Amount (A) \$0
(See Program Guidelines, Appendix A)

2 Additional Direct Grants received from other eligible recipients:
(See Program Guidelines, Appendix A. Use additional sheet if needed.)

City:		Amount	\$0
City:		Amount	\$0
City:		Amount	\$0
City:		Amount	\$0
City:		Amount	\$0
City:		Amount	\$0
City:		Amount	\$0
City:		Amount	\$0
City:		Amount	\$0

Total from additional sheet (if needed) \$0

Total amount received from other recipients (B) \$0

3 Total Amount of Federal Award (Calculation A + Calculation B above) (C) \$0

If you are applying funds toward construction of a Permanent Juvenile Correctional Facility (PJCF) then use the alternate calculation found in the box on page two for items 4 & 5 below:

4 Total Project Cost [(Calculation C x 10) ÷ 9] Round to the nearest whole dollar (D) \$0

5 Cash Match (Calculation D – Calculation C) (E) \$0

6 Administrative Costs to be Charged to Grant (F) \$0

7 Total Funds Available for Program Purpose Areas (G) \$0
(Calculation D – Calculation F)

Section 6

This form was developed to assist applicants with determining their total funding available for project activities. The form is designed to calculate the total project cost and match requirements. Enter your agency information in the highlighted fields.

USE THIS FORM IF YOU ARE USING THE JABG FUNDS FOR CONSTRUCTION

Name of Unit of Local Government: [Click here to go to Excel Form](#)

1	Unit of Local Government Direct Grant Amount (See Program Guidelines, Appendix A)	(A)	\$0
2	Additional Direct Grants received from other eligible recipients: (See Program Guidelines, Appendix A. Use additional sheet if needed.)		
	City:	Amount	\$0
	City:	Amount	\$0
	City:	Amount	\$0
	City:	Amount	\$0
	City:	Amount	\$0
	City:	Amount	\$0
	City:	Amount	\$0
	City:	Amount	\$0
	City:	Amount	\$0
	Total from additional sheet (if needed)		\$0
	Total amount received from other recipients	(B)	\$0
3	Total Amount of Federal Award (Calculation A + Calculation B above) Enter the amount of Federal Funds you are applying toward construction of a Permanent Juvenile Correctional Facility (PJCF):	(C)	\$0
4	Total Project Cost: $[(\text{Calculation C} - \text{Amount of Federal Funds for PJCF}) \div 9] + [2 \times \text{Amount of Federal Funds for PJCF}]$ Round to the nearest whole dollar	(D)	\$0
5	Cash Match $[(\text{Calculation C} - \text{Amount of Federal Funds for PJCF}) \div 9] - [\text{Calculation C} - \text{Amount of Federal Funds for PJCF}] + \text{Amount of Federal Funds for PJCF}$	(E)	\$0
6	Administrative Costs to be Charged to Grant	(F)	\$0
7	Total Funds Available for Program Purpose Areas (Calculation D – Calculation F)	(G)	\$0

PROBLEM STATEMENT

Problem Statement

Provide a narrative description of the problem that explains why the program is needed. Describe the juvenile crime and delinquency problem in your area and how it has changed in recent years. If the problem is system-oriented (e.g. insufficient number of detention beds), provide sufficient information to describe how the problem developed. Include as much quantitative data as possible; anecdotal information should be provided only if it supports quantitative data. Be sure to include a description of current efforts to address the problem(s), along with an explanation of why these efforts are not sufficiently reducing or eliminating the problem. When applicable, provide information that demonstrates an understanding of previous effective and/or ineffective efforts to address similar problems. A sample problem statement is provided below.

SAMPLE PROBLEM STATEMENT

To establish the need for a program, a unit of local government must be able to identify the need for services through presenting a juvenile justice-related problem. We offer the following as an example:

In X County, the number of drug use offenses among youth has been increasing steadily for the past five years. It is speculated that this may be due to the closure of several area drug treatment programs for youths six years ago because of budget cutbacks. The juvenile court system has become clogged with the influx of drug cases, which puts it at risk of jeopardizing justice for all youths who enter the system. Early indications of system inefficiency are demonstrated by the growing recidivism rate for youthful drug offenders. In the past five years, recidivism for juvenile drug offenders has increased from 55 to 63 percent. Funding for a separate drug court that specifically handles youths with substance abuse problems will ease the heavy caseload of drug-related offenses that youths are being charged with. In addition, it will ensure greater accountability for youths who enter the system. Preliminary evidence from a neighboring jurisdiction with similar problems indicates that drug courts allow for a greater focus on incremental supervision, which leads to lower rates of revocation hearings.

Listed below are the four main reasons for the establishment of a drug court for the county.

1. Drug courts will facilitate individualized treatment of youths with substance abuse problems;
2. Youths entering drug courts, as opposed to traditional courts, will be handled by staff who are specialized in substance abuse issues;
3. The establishment of a drug court will allow for faster processing of youths in both drug courts and traditional courts; and
4. Drug courts will allow for closer supervision of youths in the system, thus creating more accountability and providing graduated sanctions.

PROGRAM SUMMARY

Program Summary

Provide a narrative description of the program that is being proposed. Explain how this program will address the problems identified in the previous section. Be sure to provide the goal, objectives, activities, performance measures, and expected outcomes. Please limit your program summary to one page. A sample program summary statement is provided below.

SAMPLE PROGRAM SUMMARY

Funding for the establishment of a drug court (JABG Purpose area 8) will aid in the goal of providing continuing judicial supervision of juvenile offenders with substance abuse problems. The primary program objectives will be to 1) process all juvenile substance use cases in the drug court, and 2) decrease or eliminate substance use for 75% of youths during the program.

Initially, program activities will include the establishment of a drug court team that includes the following members: a judge, prosecutor, a defense attorney, a probation officer, a treatment provider, an evaluator, and a school representative. Resources will be needed to ensure that sufficient training is delivered to all those who work in the drug court program. The output indicators will be: (1) Number/percentage of staff trained on drug court procedures; (2) Number/percentage of agencies involved in the drug court; and (3) Number/percentage of drug court slots.

Once the framework for the drug court is established, subsequent activities will include the development of a court-supervised program of substance abuse treatment as well as other core services to address the multifaceted issues that youths and their families encounter. In addition to serving youths' substance abuse needs, other issues addressed may include family and educational needs or behavioral problems as they affect youths' ability to lead a drug-free life. Special emphasis will be placed on coordination of efforts across the juvenile justice system and the substance abuse fields. The short-term outcomes will be: (1) Number of clinical slots available through the drug court; (2) Number of types of treatment (clinical) offered through the drug court; (3) Frequency of drug testing. The intermediate-term outcomes will be: (1) Number/percentage of eligible youth to enter the drug court; (2) Number/percentage of youth to successfully complete treatment/services referred to as part of the drug court; (3) Average number of different services received by youth drug court participants.

PROJECT TIMELINE

Project Timeline

Applicants are required to prepare a timeline for program activities. At a minimum the timeline must include the following:

- Pre-Grant Activities – (Advisory Board Meetings, CEP development, Resolution, Etc.)
- Program Development
- Program Implementation
- Program Oversight
- Data Collection
- Reporting Dates to the State
- Completion of the required Fiscal Audit

PROJECT BUDGET

(See Appendix A in the Program Guidelines for funding allocations)

All expenditures must be related to the implementation of an actual program. The recipient of a JABG award must contribute (in the form of a cash match) 10 percent of the total program costs (other than costs of construction of permanent corrections facilities, which require a 50 percent match.)

Complete the budget pages provided using the following information:

Provide sufficient detail on the budget page to support the funds requested.

The following budget definitions are provided to ensure agencies allocate funds in the correct budget category.

BUDGET DEFINITIONS

A. Personal Salaries and Benefits: Salaries are fixed compensation for services performed by staff that are directly employed by the applicant and are paid for on a regular basis. These costs must be identified by position and percentage of salaries. Employee benefits and employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses.

B. Operating Services and Supplies: Necessary expenditures exclusive of personnel salaries, benefits and equipment.

C. Professional Services: Consultant services are either provided on a contractual or salary basis by individuals or organizations that are not employees of the project. Independent contractors must not be used in lieu of employees, and if the contract is \$2,500 or over the project must hire the independent contractor through competitive bid or submit a sole source request.

D. Community Based Organization Contracts: Subcontract with a non-profit organization for the purpose of providing direct services and aligned with the proposed grant objectives.

E. Administrative Overhead: Indirect and administrative costs necessary for the success of the project up to a maximum of ten percent (10%) of total grant award.

F. Equipment/Fixed Assets: Nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

G. Other: All other expenditures that do not fit in categories A through F that are necessary for program operation.

Allowable Expenses

1. Salaries and benefits of city, county employees or public or private contract employees directly involved in the delivery of direct services associated with the project;
2. Services and supplies necessary to deliver direct services associated with the project;
3. In-state travel for city, county employees, volunteers, and student interns in accordance with city, county travel policy necessary for the success of the project;
4. Professional or consultant services, including services provided by community-based organizations, and other charges necessary for the delivery of direct services associated with the project;
5. Fixed assets, up to \$1,000 per item, necessary for the delivery of services directly associated with the project. Fixed assets, including computer equipment, furniture, reprographic equipment, and other items over \$1,000 per item are ineligible unless a declaration is made in writing by the Project Manager and approved in writing by the Board that the equipment to be purchased:
 - a) Is to be used for direct services associated with the project;
 - b) Is essential to the success of the project;
 - c) That lease and rental options of the fixed asset have been thoroughly investigated;
 - d) That the purchase of the equipment is less expensive than leasing or renting the equipment for the one-year grant period; and
6. That title to any equipment purchased with state funds will vest in the state and that the equipment will be returned to the state at the end of the grant period, if requested by the Board. Counties wishing to maintain title of equipment purchased with grant funds are required to obtain written approval from the BOC.
7. Purchase or lease of vehicles necessary for delivery of direct services associated with the project. Substantial justification supporting the purchase or lease must be included in the budget narrative. The justification must include, at a minimum, the need for the vehicle, why current resources cannot meet the need, how the vehicle will be used to meet program objectives, who will assume liability and insurance responsibility, what impact not having the vehicle will have on program objectives, and what impact not having the vehicle will have on program operations;
8. Lease payments for equipment, including office space, automation and reprographic equipment, and other items necessary for the delivery of direct services associated with the project;
9. Operational overhead, indirect and administrative costs necessary for the success of the project up to a maximum of ten percent (10%) of the total grant award. Cities, counties using grant funds for administrative overhead must maintain documentation-supporting charges to the grant for this purpose. Board staff may review the documentation during site and monitoring visits; and

Ineligible Project Costs

1. Site acquisition;
2. Supplanting existing programs, projects, or personnel;
3. Personal injury compensation or damages arising out of or connected with the project, whether determined by adjudication, arbitration, negotiation, or otherwise;
4. Fines and penalties due to violation of or failure to comply with federal, state or local laws and ordinances;
5. Any costs outside the scope of the approved project;
6. Interest on bonds or any other form of indebtedness required to finance project costs;
7. All costs incurred in violation of the terms, provisions, conditions, or commitments of this grant contract;
8. All costs arising out of or attributable to the county's malfeasance, misfeasance, mismanagement, or negligence;
9. All costs arising out of or connected with contractor claims against the county, or those persons for whom the county may be vicariously liable, including, but not limited to, any and all costs related to defense or settlement of such claims;
10. Criminal justice activities that are not directly related to the approved project;
11. The use of grant funds to "buy-out" unused sick leave, vacation/administrative leave time not accrued during the grant period. Grant funds may only be used to "buy-out" any period of time an employee was assigned to the JABG and paid with grant and or matching funds;
12. Use of grant funds for out-of-state travel and per diem;
13. Any costs incurred before the grant starting or ending date.

NOTE: Projects are not authorized to expend or encumber any JABG funds until they receive a copy of the approved JABG Board of Corrections Standard Agreement with all required signatures.

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	
A. Salaries and Benefits	COST

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	
B. Services and Supplies	COST

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	
C. Professional Services	COST

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	
D. Community Based Organization (CBO) Contracts	COST

(Rev. 3/04)

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	
E. Administrative Overhead	COST

PROJECT BUDGET

BUDGET CATEGORY AND LINE ITEM DETAIL	
F. Equipment – Fixed Assets	COST

BUDGET NARRATIVE

Budget Narrative

Applicants are required to submit a budget narrative as part of their application. The narrative must address all of the following:

- How the project's proposed budget supports the stated goals, objectives, activities and performance indicators of the project.
- How funds are allocated to minimize administrative costs and support system change.
- The duties of project-funded staff, including any qualifications or education level necessary to the job assignment.
- How project-funded staff duties and time commitments support the proposed goals, objectives, activities and performance indicators identified in the CEP.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and the duties they will perform in relationship to the project.
- Any unusual expenditure.

LOCAL GOVERNING BOARD RESOLUTION

Note: The resolution should include all of the elements contained in the sample. Unless there is a compelling reason not to do so, BOC strongly suggests that the project follow the exact format and language provided in the sample Resolution. This will assure that the processing of the Grant Award Agreement and the request for funds are not seriously delayed because the language of the Resolution does not meet BOC requirements.

- (1) Enter the full name of the board or council making the resolution.
- (2) Enter the title of the proposed project. This should be the same as the title of the proposed project on the Grant Award Face Sheet (OCJP A301).
- (3) Enter the full title of the administrator or executive who is authorized to submit the proposal.
- (4) Enter the full title of the organization that will submit the proposal.
- (5) Enter board or council, whichever is applicable.
- (6) Enter the same as item (1).
- (7) Enter the name of the City or County.
- (8) Enter the date of the meeting in which the resolution was adopted.
- (9) Enter the votes of the members in the appropriate category.
- (10) Enter the signature of the person signing on behalf of the board or council.
- (11) Enter the date of the certification.
- (12) Enter the typed name and title of the person making the certification.
- (13) Enter the signature of the person attesting that this is a true copy of the resolution. This must be a person other than the person who signed on behalf of the board or council [see item (10)].
- (14) Enter the date attested.
- (15) Enter the typed name and title of the person attesting.

SAMPLE RESOLUTION

RESOLUTION OF THE GOVERNING BOARD

WHEREAS the (1) (applicant) desires to undertake a certain project designated (2) (project title) to be funded in part from funds made available through the Juvenile Accountability Block Grant Program administered by the Board of Corrections (hereafter referred to as BOC).

NOW, THEREFORE, BE IT RESOLVED that the (3) (designated official by title only) of the (4) (county/city or organization) is authorized, on its behalf to submit the attached proposal to BOC and is authorized to sign and approve on behalf of (5) (governing board) the attached Grant Award Agreement including any extensions or amendments thereof.

BE IT FURTHER RESOLVED that the applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of BOC and that the match will be appropriated as required.

IT IS AGREED that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and BOC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Passed, approved, and adopted by the (6) (governing board) of (7) (City/County) in a meeting thereof held on (8) (date) by the following:

Vote: (9)

Ayes:

Noes:

Absent:

Signature: (10)

Date: (11)

Typed Name and Title: (12)

ATTEST: Signature: (13)

Date: (14)

Typed Name and Title: (15)

Section 13

A qualifying unit of local government may waive its right to a direct subgrant award and request that such unit of funds be awarded to, and expended for its benefit by a contiguous unit of local government. Agencies requesting to waive their subgrant award must complete the form and obtain original signatures from authorized officials. The Agency receiving the funds from the waiver must include this form with original blue ink signatures in their application. **Do not complete this form if you do not want to redirect your subgrant award.**

WAIVER OF DIRECT SUBGRANT AWARD FROM UNIT OF LOCAL GOVERNMENT

I, _____, the
(Name / Title)

legally authorized administrative officer (City Manager/Administrator or County Administrator)

of _____,
(Name of waiving unit of local government)

authorize the State of California, Board of Corrections to transfer award funds

allocated under the Juvenile Accountability Block Grant (JABG) 2004, in the amount

of \$ _____, to _____.
(see Program Guidelines, Appendix A) (Name of receiving unit of local government)

Authorized Official's Signature

Authorized Official's Typed Name

Authorized Official's Typed Title

Date Executed

Waiving Unit of Local Government Official Seal or Notary Stamp is required below:

Section 14

Agencies are required to submit a CEQA declaration from the lead agency responsible for this activity. Agencies can use the sample or the document used by their respective City, County, or Governing Board. The form must contain original signatures and be submitted with the application. **CEQA requirements only apply to agencies using JABG funds for construction of facilities.**

CEQA COMPLIANCE MEMO

SAMPLE CEQA COMPLIANCE MEMO *

TO: _____
Applicant/Grantee

FROM: _____
Local Planning Department (Lead Agency)

SUBJECT: _____
Project Title

Grant Award Number

The above mentioned applicant grant activities have been reviewed for compliance with the requirements of the California Environmental Quality Act (CEQA).

1. Per the regulations, this project is exempted because this agency has determined that the activity is covered by the general rule whereby CEQA applies only to projects with the potential to cause a significant effect on the environment.
2. *Per the CEQA Guidelines [California Administrative Code, Title 14, Division 6, Section 15061(b) (3)] this agency certifies that there is no possibility that the proposed grant activity may have a significant effect on the environment and that the project is therefore not subject to CEQA. (Category 1.)*
3. Use of this statement has been weighed carefully since any subsequent action by the applicant can be litigated if the project is determined to have a significant impact.
4. The proposed project falls under the provisions for statutory or categorical exemptions of the CEQA Guidelines (California Administrative Code, Title 14, Division 6, Sections 15260-15329). A Notice of Exemption has been filed with the county clerk of the county or counties in which the project will be located. Such filing will result in a date stamped on the notice. (Category 2.) (Check one below.)
 - a. This agency has filed the **Notice of Exemption** with the county clerk and the Office of Planning and Research State Clearinghouse.
 - b. The project applicant will file the **Notice of Exemption** with the county clerk and the Office of Planning and Research State Clearinghouse.

Section 14

4. It is determined that the project has no potential to significantly affect the environment. A **Negative Declaration** has been prepared in accordance with CEQA Guidelines (California Administrative Code, Title 14, Division 6, Section 15000, et. seq.). (Category 3.) Check one below.)

- a. This agency has filed the **Notice of Determination** with the county clerk and the Office of Planning and Research State Clearinghouse.

The general public and affected public agencies have had an opportunity to review the proposed **Notice of Determination**, and their comments considered.

- b. The project applicant will file the **Notice of Determination** with the county clerk and the Office of Planning and Research State Clearinghouse.

5. The proposed project may significantly impact the environment, and an **Environmental Impact Report** (EIR) has been prepared in accordance with the CEQA Guidelines. (Category 4.) (Check one below.)

- a. This agency has filed the **Notice of Determination** with the county clerk and the Office of Planning and Research State Clearinghouse.

The general public and affected public agencies have had an opportunity to review the proposed **Notice of Determination**, and their comments responded to, and measures adopted to mitigate any environmental impacts that have been determined to be significant, or justification provided as to why mitigation of an impact is not feasible.

- b. The project applicant will file the **Notice of Determination** with the county clerk and the Office of Planning and Research State Clearinghouse.

Responsible Official of Planning Department
(Lead Agency) - Typed Name and Title

Date

Responsible Official of Planning Department
(Lead Agency) - Signature

Date

*Use this format if one is not provided by the lead agency.

County Field Representative Assignments

Mike Barber (916) 445-5792 (916) 322-85110 (Voice Mail) mbarber@bdcorr.ca.gov	Susan King (916) 445-6076 (916) 445-6077 (Voice Mail) sking@bdcorr.ca.gov	Marlon Yarber (916) 323-8859 (916) 323-8776 (Voice Mail) myarber@bdcorr.ca.gov
1. Colusa 2. Del Norte 3. El Dorado 4. Humboldt 5. Inyo 6. Kern 7. Lake 8. Los Angeles 9. Marin 10. Mendocino 11. Modoc 12. Mono 13. Orange 14. San Joaquin 15. San Mateo 16. Santa Barbara 17. Sonoma 18. Stanislaus 19. Ventura 20. Yolo	1. Amador 2. Butte 3. Calaveras 4. Fresno 5. Glenn 6. Imperial 7. Lassen 8. Madera 9. Napa 10. Nevada 11. Placer 12. Plumas 13. San Diego 14. Shasta 15. Siskiyou 16. Solano	1. Alameda 2. Alpine 3. Contra Costa 4. Kings 5. Mariposa 6. Merced 7. Monterey 8. Riverside 9. Sacramento 10. San Benito 11. San Bernardino 12. San Francisco 13. San Luis Obispo 14. Santa Clara 15. Santa Cruz 16. Sierra 17. Sutter 18. Tehama 19. Trinity 20. Tulare 21. Tuolumne 22. Yuba

GLOSSARY OF IMPORTANT TERMS

Aggregation – The combination of multiple independent counts of information (e.g. a number of counties) for analysis at a higher level (e.g. state). For instance, aggregation of local data allows states to make summary statements about juvenile crime and justice. Grouping together the results of a performance measure for each program allows one to make a summary statement at the state level.

Anecdotal Data – Data based on descriptions of individual cases rather than on systematic research.

Goal(s) – A broad statement of what the program is intended to accomplish. This is also the intended long-term outcome of the program.

Identification of Need – The identification of need clearly expresses the applicant's need for funding and explains how needs were determined. It also discusses how cooperation needs were gathered from other agencies or jurisdictions. It includes information concerning any grant funds the applying agency currently receives or has received in the past two years concerning juveniles and families.

Intermediate-term outcome – The results that occur after the short-term outcomes.

Long-term outcome – The ultimate impact of the program.

Objectives – Objectives are the expected achievements/products that are well defined, specific, measurable and derived from the goal(s)

Official Authorized to Sign for Applicant/Grant Recipient - The individual authorized by the governing board to administer the grant.

Outcome measure – Data that are used to measure the achievement of goals and objectives.

Output Measure/Indicator – Data that are used to demonstrate the implementation of activities. Includes products of activities and indicators of services provided. Also referred to as process measures, performance measures, or performance indicators.

Problem Statement – The problem statement identifies the justification for the needed program. Sufficient background information is provided, and supporting data are provided as necessary. The problem statement should confine proposed work to the designated area to be served by the project.

Project Description – The project description informs the reader on the proposed project activities. It is clear to the reader that the project has been well thought out, excellent planning is evident, and chances of success are documented as good. It documents what counties will be served with this project. Includes evaluation component.

Project Manager - The individual having day-to-day program responsibility and oversight. This individual will be the primary contact for Board of Corrections staff.

Quantitative data – Numeric information that may include items like personal income, amount of time, or number of youths. Quantitative data are often collected by asking closed-ended questions.

Short-term outcome – These are the immediate results of the program.

Target Population or Service Delivery Area – The target population is described in terms of demographics and geographical area to be served. The target population may be a group of youths, juvenile justice professionals, or a particular segment of the juvenile justice system.